Supervisor and Fire Supervisor "How-to" Guide

Forest Service
Fire & Aviation Management

eMedical

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1. Supervisor/Fire Supervisor Definitions

Supervisor: In eMedical, each employee's Supervisor will be automatically populated to list the person designated as their supervisor in Paycheck. In most cases, Fire & Aviation employees will use the same person as both their Supervisor and Fire Supervisor in eMedical.

Fire Supervisor: Who should an employee's Fire Supervisor be?

Fire Employees: An alternate Fire Supervisor (other than their Supervisor of record) may be selected at the discretion of Fire Management for Fire employees.

Collateral Duty Employees: When an employee performs in incident positions as a collateral duty but does not work directly for Fire & Aviation, they will be able to identify a different "Fire Supervisor" in their profile in eMedical. Their Fire Supervisor will generally be the Forest/District FMO or AFMO who has access to eMedical and has knowledge of the non-fire employee's incident qualifications and WCT requirements. The fire supervisor identified for these employees will be notified by eMedical when fire supervisor action is required and be able to view their non-fire employee progress through the clearance process.

ADs: The Fire Supervisor for ADs should be a Forest or District fire, training or qualifications manager who is familiar with the ADs incident qualifications and WCT requirements. Units should advise ADs and HSQ Coordinators of who their AD Fire Supervisor is, and AD employees will be prompted to enter and update their Fire Supervisor annually if the HSQ Coordinator has not already done so.

2. Duties

- **Supervisors:** This is the Supervisor of record in Paycheck for an employee. Can view employee clearance progress and will be sent notifications. This is automatically populated.

- **Fire Supervisors:** Provides the HSQ Coordinator with new employee information including the WCT level to take and a qualification the employee possesses that requires that level of test. Tracks their assigned employees clearance progress; and performs actions for those employees in eMedical, as required. Additionally, Fire Supervisors are involved in approving waivers and additional WCT test attempts.

> **LincPass Note:** To access any user permissions above the Employee only role (Fire Supervisor for example) will require that you to log in to eMedical with your LincPass. If you log on with a username/password, you will have the Employee permissions only. Log in again with your LincPass and all permissions will again be available.
> This role is automatically granted the first time someone selects you as a Fire Supervisor.

> *** **PROCESS CHANGE:** In order to allow your new hires (Interim employees – both seasonals and new hires to the USFS) to begin the clearance process prior to their effective date, you are allowed to initiate the HSQ process for them as soon as their tentative offer (52 hiring action) is made.
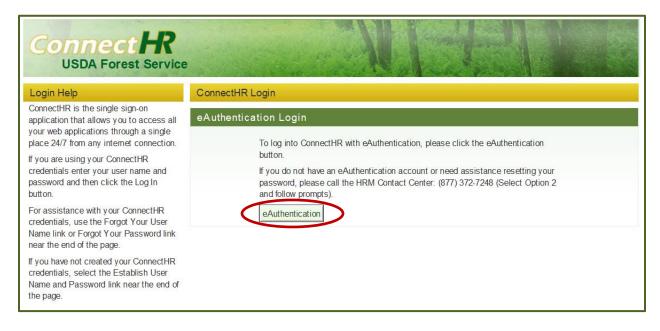>
> FMOs and Fire Supervisors should work with HSQ Coordinators to assemble a list of new hires with employee information needed (listed in the HSQ Coordinator User Guide) as soon as their 52 hiring action has been completed by the home unit. Employees who have been cleared to the WCT prior to their effective date will begin work ready to take their WCT.

3. General System Navigation and Functionality Questions

3.1 How do I access eMedical?

Supervisors and fire supervisors can access eMedical by logging into ConnectHR (Dashboard) using eAuthentication with either your LincPass or an appropriate Username and Password.

https://usdafs.connecthr.com/Login

ConnectHR
USDA Forest Service

Login Help

ConnectHR is the single sign-on application that allows you to access all your web applications through a single place 24/7 from any internet connection.

If you are using your ConnectHR credentials enter your user name and password and then click the Log In button.

For assistance with your ConnectHR credentials, use the Forgot Your User Name link or Forgot Your Password link near the end of the page.

If you have not created your ConnectHR credentials, select the Establish User Name and Password link near the end of the page.

ConnectHR Login

eAuthentication Login

To log into ConnectHR with eAuthentication, please click the eAuthentication button.

If you do not have an eAuthentication account or need assistance resetting your password, please call the HRM Contact Center: (877) 372-7248 (Select Option 2 and follow prompts).

[eAuthentication]

- Click on "eMedical"

3.2   What do I have access to in eMedical?

Fire Supervisors will have a menu that looks like this. (You will not have the WCT Cleared List option if you are not a WCT Administrator).

New Packet: This is to initiate a new HSQ request for yourself. These are called "packets".

My Packets: These are your employee packets that require some sort of action from you. If you need to take any actions, you will be prompted to do so by email – you will not need to monitor this section.

Search: This is how you will search for an employee to add or be removed from your Dashboard.

Fire Supervisor Dashboard: Where you can monitor the HSQ clearance process for your employees.

3.3 How do I view my assigned employees/ADs?

Click on the "Fire Supervisor Dashboard" menu link.

Employee Information: This will show basic info and the employee's email.

Packet Information:
> **WCT Level:** This is the WCT level requested.
> **Workflow Status:** What step the clearance process is currently at.
> > **WCT Ready to Test:** This means the employee has been cleared to the WCT and has completed the eMedical clearance process. No further action is required. These packets will be removed from your dashboard in six months.
> > **OF-178 Part A (B, C) Completed:** This indicates that the employee is in the process of completing an OF-178 exam. When cleared to the WCT by the USFS Medical Officer, their status will change to "WCT Ready to Test".

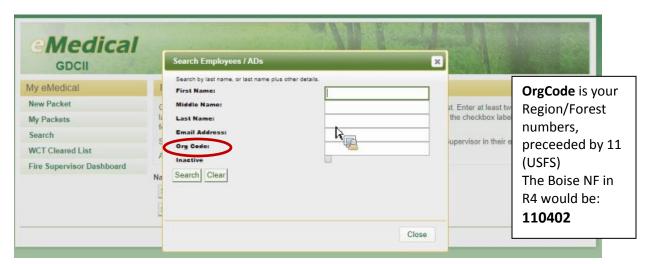## 3.4 How do I add an employee/AD to my dashboard?

Each year both the HSQ Coordinator and the Employee will need to confirm their Fire Supervisor when their HSQ process begins. The easiest way to make sure your dashboard includes your employees is to tell both your HSQ Coordinator and Employees to identify you. Or just ask the employee to update their Fire Supervisor verbally.

To do so yourself (which will send an email to the employee with instruction on how to do this):
- Click the "Add Worker" link on your dashboard, then click the "Select Employee" button

- Search by at least two letters of the Last Name and any other parameters (such as your Region/Forest code in the OrgCode box), then click "Search".

> **OrgCode** is your Region/Forest numbers, preceeded by 11 (USFS)
> The Boise NF in R4 would be: **110402**

- Click the "Select" link at the right of the employee's name.

- Click the "Select Employee" button.

- You will receive a confirmation that a request has been sent to the employee to update their Fire Supervisor. They will not be added to your dashboard until the employee updates their Fire Supervisor in their preferences. They will verify this each time they initiate a packt, so that's the best time to update a Fire Supervisor.
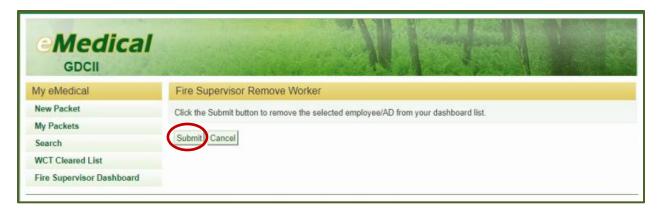

3.5 How do I remove an employee/AD from my dashboard?

- Click the "Remove" link to the right of the employee's packet information on your dashboard. Or alternatively, you can use the "Search" link on the left and search just like adding an employee (Step 3.4).
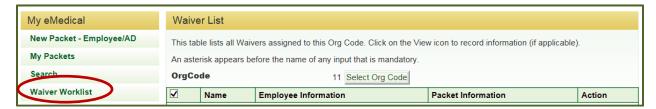
- The employee will receive an automated email requesting that they update their Fire Supervisor in their eMedical profile.
- Once an employee is Cleared to the WCT for the year, if their Fire Supervisor changes, it does not need to be updated until the following year when the employee begins the HSQ process again.

4. AD Medical Waiver Questions—Fire Supervisors Only

4.1 An AD employee I supervise has a pending waiver request. How do I review it?

- All AD waivers must be requested by the AD and approved by their Fire Supervisor. Once approved, the waiver can be reviewed by the USFS Medical Officer.
- Your AD will be prompted in eMedical to submit a waiver request if this applies.
- To view all assigned AD waiver requests, navigate to the "Waiver Worklist" link. After selecting the intended AD, eMedical will display their submitted waiver request and any additional comments provided.

4.2 How do I approve or reject an AD's waiver request?

After reviewing an AD's submitted waiver request from the "Pending AD Waiver Requests" worklist (see section 4.1), fire supervisors can clear the form by selecting to take action on the request.

- Select either "Approve Waiver Request" or "Reject Waiver Request" and enter applicable comments into the text box at the bottom of the page. If the fire supervisor approves, the waiver request will be routed to the Reviewing Medical Officer (RMO) for

review. If rejected, the AD's packet will close. Additionally, the AD will be notified via email of the fire supervisor's selection and any actions, if required.